

**BOARD OF SUPERVISORS MONTHLY MEETING
OF THE SAN CARLOS ESTATES WATER CONTROL DISTRICT
SATURDAY, SEPTEMBER, 2023 1:09 P.M.
GULF SHORE CHURCH, 25300 BERNWOOD PARKWAY , BONITA SPRINGS FL 34135**

1. **Call Meeting to Order:** Jim Bradford called the meeting to Order at 1:09 PM.
2. **Roll Call of the Board of Officers:** Present are Supervisors Jim Bradford (Jim), Chair; Jennifer Finazzo (Jennifer), Vice-Chair; Supervisor John Cellucci (John), Attorney Richard Pringle (Richard); Engineer Ron Edenfield (Ron); Audrey Medeiros, Manager and Superintendent of Operations (Audrey) and Secretary/Treasurer Chris Lawson (Chris) and 2 guests
3. **Receive Engineer's Report on District Works:**
23 open permit applications under review; 0 new permits application; 4 closed permits; 39 inspections on different lots

All other comments were provided in the Annual Landowners Meeting.
4. **Manager's Report**
Audrey reported that the gate arm was cracked and repaired by Gatekeepers. Vacuum Dig Enterprises successfully cleared some of the ditches and hopefully they can continue at the Board's discretion in the upcoming months. She did obtain a quote from another company, Shenandoah, for similar work for a total of \$331,200 which is considerably higher. She provided the Board with a copy of the quote. She is waiting for FPL to schedule the work for the new light poles. She also met with D & S Land Management and obtained an estimate of \$44,000 for the cleaning of the perimeter canals in accordance with the scope of work. Lastly, she obtained an estimate for informational purposes only to pave Stillwell Pkwy and Strike Lane which would include permitting, engineering, marking, etc. The quote was \$670,011.10.
5. **Chair's Report:**
No additional comments other than those provided in the Annual Landowners Meeting.
6. **Treasurer's Report:**
Bills were presented for payment. The current income and expense, check detail, and income and expense year-to-date comparison reports were presented for the month of September 30, 2023. The financial reports and bank statements for the month of August 2023 were presented for approval. The Board had no questions.
7. **Attorney's Report:**
This meeting is for a different time and day than the normal meeting time and the change was properly noticed. Additional comments will be made as agenda items come up.
8. **Amendments to the Meeting Agenda**
None
9. **Public Input on Business Agenda Items (3-minute limit)**
None

10. Public Hearing to adopt FYE 2023/2024 District Budget

- a. **Presentation of Proposed Budget** – Richard reviewed the proposed budget and budget resolution.
- b. **Public Input on Proposed Budget** – Public input was called for and there was none.
- c. **Adoption of FYE 2023/2024 District Budget Resolution** – Jim called for a vote on the adoption of the budget. The budget was approved.

11. Business Agenda Items (Agenda Items Requiring Action)

- a. **Meeting Minutes Approval: 08/21/2023**
- b. **Financial Report Approval: 08/31/2023 Bank Statements; 08/31/2023 Financial Reports; 09/30/2023 Bills and Financial Report as of 09/23/2023**
- c. **Elect Officers of the Board:** John recommended that the current Chair and Vice-Chair be retained.
- d. **Manager Selection:** Audrey Medeiros will continue to serve as Manager and Superintendent of Operations for the fiscal year 2023-2024 at the current terms and conditions. Her annual salary will remain at \$38,000 per year.
- e. **Secretary/Treasurer Selection:** Chris Lawson announced that she will not serve as Secretary/Treasurer for the fiscal year 2023-2024. Chris offered a transitional plan whereby Emily Melnick who was partially trained for the position in 2021-2022 could serve and perform the duties until such time as the position can be posted, interviews conducted, and a new Secretary/Treasurer is appointed. Emily is interested in being considered for the position and will make application when the position is posted.
- f. **Execute Sam.gov Entity Administrator Letter:** The District's Sam.gov registration was renewed. Jim signed the letter to have Audrey Medeiros serve as Entity Administrator for the Sam.gov website. The letter was notarized by Richard Pringle. It will be uploaded to Sam.gov site.
- g. **Contracts: Canal and perimeter road cleaning; roadway trimming; etal.:** Jim stated that the perimeter roads are hugely overgrown. He suggested the Board hire a company that has a slope mower to clear the perimeter roads before we start a contract with another company. Ron responded that he has a proposal from D & S Land Management for the maintenance of the perimeter canal system. He confirmed that their proposal was consistent with the RFP that had been issued to others regarding the scope of work for which he had not received a response. Audrey said that she had received their confirmation by email. The proposal was \$44,000 for a one-time service. Ron said that the RFP was sent out in early August to three or four vendors. He solicited Gerald's Tree Service and followed up several times and was told that he was interested but Ron's office had not received a proposal to date. Jim stated that he would prefer to have the job start after the first week of October. After confirmation that the competitive selection process was followed, Richard said that we would need to obtain a written agreement with D & S Land Management should the Board decide to move forward with this job. Jim stated that payment should not be made until the work is fully complete and the engineering firm has signed off on satisfactory performance. Chris added that the understanding with vendors should be that payment for work would occur after the next Board meeting which Jim agreed. Richard said that the contract states that payment would be made within 30 days after the work is completed.

There was discussion regarding the continuation of work under the agreement with Vacuum

Dig Enterprises.

- h. Filter Marsh Management:** Audrey met with Brown Collins of Synecologist Analysts to get a better understanding of the work he performs for the bills being presented. Jim asked Ron if and what is the requirement for the continued services of this vendor. Ron responded that the filter marsh is part of the water quality treatment system per the South Florida permit. The District's obligation to the permit is to maintain the area exotic-free in perpetuity. Ron discussed the fundamental maintenance aspect of the filter marsh and the function for water quality. John asked Ron if this is an activity that FGCU Water School could be involved with or get interns to do the same work. Ron will work with Audrey to further investigate the topic. No action taken and further reporting will be made to the Board.
- i. Gate Damage:** The gate arm was broken and has been repaired. Jim said that should the arm damage continue that we might want to check into other arm structures. No action taken.
- j. Utility Permit Fee: i.e., Comcast/FPL/CenturyLink:** No action taken. Topic will be brought to October meeting.
- k. Gate Camera System:** John researched various camera systems and discussed what he found. He is recommending a system that uses solar power and can provide monitoring or not with 4K resolution. He also suggested that putting signage advising of the use of cameras so that the District can go after person(s) who damage the gate.

Motions approved by Board noted Business Agenda Items (Agenda Items Requiring Action):

- John made a motion to approve the 2023-2024 budget and Budget Resolution 23-008. Jim seconded the motion. Jennifer, absent. The motion passed 2-0.
- Approve the August 21, 2023 Monthly Meeting Minutes: John made the motion to approve the August 21, 2023 monthly meeting minutes. Jim seconded the motion. Jennifer, absent. Motion passed 2-0.
- Approve the August 31, 2023 Bank Statements: John made the motion to approve the August 31, 2023 bank statements Jim seconded the motion. Jennifer, absent. Motion passed 2-0.
- Approve the August 31, 2023 Financial Reports: John made the motion to approve the August 31, 2023 financial reports. Jim seconded the motion. Jennifer, absent. Motion passed 2-0.
- Approve the September 2023 bills and Financial Reports presented at the meeting: John made the motion to approve the August 2023 bills and financial reports presented at the meeting. Jim seconded the motion. Jennifer, absent. Motion passed 2-0.
- John made the motion to retain the Chair and Vice-Chair positions. Jim seconded the motion. Jennifer, absent. Motion passed 2-0.
- Manager Selection: John made the motion to have Audrey Medeiros continue to serve as Manager and Superintendent of Operations at the same terms and conditions for the fiscal year 2023-2024. Jim seconded the motion. Jennifer, absent. Motion passed 2-0.
- Secretary/Treasurer Selection: John made the motion to have Emily Melnick serve as Transitional Secretary/Treasurer until such time as the position is posted and a permanent

person is named for the position at the same terms and conditions. Jim seconded the motion. Jennifer, absent. Motion passed 2-0.

- Jim made the motion to have name Audrey Medeiros as Entity Administrator for the Sam.gov website. John seconded the motion. Jennifer, absent. Motion passed 2-0.
- John made the motion to approve D & S Land Management contingent upon the execution of the written agreement with the not to exceed clause language, obtaining liability insurance, that work does not start before 10/09/2023 and that payment is made upon completion of the work. Jim seconded the motion. Jennifer, absent. Motion passed 2-0.
- John made the motion if additional research confirms initial conclusions that 3 cameras are purchased – 2 for Stillwell gate and 1 for Strike Ln; the monitoring service initiated; and signage installed. The purchases and installation occur after October 1, 2023. Jim seconded the motion if John will oversee the project. Jennifer, absent. Motion passed 2-0.

12. Public Input (3 minute limit):

A guest asked if the property under construction at the end of Dietz has been notified to clear the swale which has been blocked since the water was installed. Audrey said they have been informed and Ron concurred that they have been told that they need to restore the right of way. Jim stated that in a recent meeting with the City of Bonita Springs, the Assistant City Manager told him that the City would not issue a CO without Ron's sign off. Richard suggested that a letter from Jim be sent to the City confirming that position and cc: Ron's firm.

The same guest asked if the culvert to be replaced under Strike Lane is located within the railroad tracks and he was told it is not.

The last item asked is if the Board would care whether he contacted the railroad company and ask them to improve the surface by the railroad tracks. Jim said that he would likely be wasting his time because of the proposed other use for the property.

13. Supervisor Comments: None

14. Adjournment: Jim made the motion to adjourn the monthly meeting. John seconded the motion. Motion passed 3-0. Meeting adjourned at 2:24 pm.